

OMB A-11 Reporting in FAST

OMB Circular A-11 Fleet Management Plan & Budget Narrative

Each agency's Fleet Management Plan & Budget Narrative must be uploaded to FAST by August 28, 2020. These documents are required annually on a schedule designed to support the motor vehicle fleet portion of the OMB Circular A-11 budget submission process in August each year.

Each agency is expected to provide a single comprehensive Fleet Management Plan & Budget Narrative document covering the entire agency. This is the case even for agencies comprised of multiple budget reporting entities.

The current version of the document template for preparing and submitting the Fleet Management Plan & Budget Narrative is available in FAST (select the "Fleet Management Plan and Budget Narrative" link on either the "Budget Data" or "Admin Tools" pages). That page provides instructions and a link to download the current MS Word template for the document. When the document has been completed, that same page in FAST is used to upload the completed document in either MS Word .doc or .docx format or as a PDF file.

NOTE: All agencies should be aware that the document template for the Fleet Management Plan & Budget Narrative is revised periodically. Agencies should always ensure they are using the most recent version of that template as they prepare their submission each year.

OMB Circular A-11 Future-Year Fleet Acquisition, Disposal, and Cost Estimates

FAST supports the asset-level data-based method of submitting your agency's future-year estimates for fleet acquisitions, disposals, and costs. This data will cover the current fiscal year and each of the following two fiscal years (for a total of 3 fiscal years). These projections must be submitted and designated as "complete" by late August.

All Agencies must submit these future-year fleet estimates in either XML or Excel format. The specific data elements and the business rules used to validate this information are described in FAST's Vehicle-Level Data Element Reference (DER) and Vehicle-Level Data Business Rules Reference (BRR) (available for download from the "Vehicle-Level Data Reporting in FAST" location within FAST's on-line help site at <https://fastweb.inl.gov/index.cfm/resources/vehicle-level-data>). Look specifically at the data elements (and their validation business rules) in the "AP" (acquisition projections), "DP" (disposal projections), and "CP" (cost projections) sections of those references. The same page within FAST's on-line help provides additional files available for download which may be of value including annotated example XML files and the Excel import template for this portion of the data.

When you have assembled the needed future-year estimates into the appropriate XML or Excel format, use the “Import XML” or “Import Excel” link (depending on the file format you are using) on FAST’s “VLD” tab to upload your projections file for validation and import. If you are using Excel to submit this information, be sure you select the “Projections” toggle identifying which dataset you are submitting. FAST will first validate the uploaded data to ensure it is in the correct format and meets all of the validation rules described in the BRR. If FAST identifies issues with the data, it will generate diagnostics for each such issue; you must address all identified issues before FAST will import and save the data for use within your agency’s submission.

When you have finished loading all of the needed projections for all portions of your agency, use the “Review/Approve” link on FAST’s “Budget Data” tab to review, approve, and submit your agency’s future-year projections.

The status of your A-11 submission is indicated by the color of the “dot” on the Agency Report Status page on FAST’s “Budget Data” tab. The dot will progress from red to yellow, and ultimately to green when the submission is complete and submitted to GSA and OMB. If the dot is not green, your agency’s submission is not complete.

Questions about the process of submitting this information or the underlying requirements should be directed to GSA's Office of Government-wide Policy (vehicle.policy@gsa.gov). For questions about the corresponding forms and reports in FAST supporting this process, FAST agency administrators should contact the FAST support team (FASTsupport@inl.gov).